

## TRANSPORTATION MAINTENANCE MANAGER

# Purpose:

To actively support and uphold the City's stated mission and values. To plan, organize and supervise traffic operation and street maintenance services. Traffic operation services include the maintenance & construction of the City's traffic signal system, fabrication & maintenance of street signs, installation and maintenance of markings, and managing the City's street lighting program. Street maintenance services include the planning and contract administration to seal, repair and reconstruct the City's streets. This is a section of the Public Works Transportation division.

# **Supervision Received and Exercised:**

Receives direction from the Deputy Public Works Director – Transportation or from other management staff.

Exercises direct supervision over subordinate level supervisory, technical and traffic operations/streets maintenance staff.

### **Essential Functions:**

Duties may include, but are not limited to, the following:

- Recommend and assist in the implementation of goals and objectives; establish schedules and methods of maintenance and/or installation for street signs, markings, street lighting, traffic signal systems and street maintenance; implement policies and procedures. Provide input into long range CIP program planning.
- Develop and implement comprehensive programs for maintenance of the city's street system. Provide oversight of the pavement management program.
- Oversee the coordination and installation of traffic signal and street lighting systems, markings, and sign service activities with interdepartmental and outside departmental staff, sections and outside agencies or organizations.

Effective November 1988 Revised October 1990

Revised November 2001 (range adj due to market)

Revised December 2003 (title, supervision)

Revised May 2004 (Range adjustment)

Revised Nov 2005 (Change exp & trng guidelines: public works construction and operations; one year of supvry exp (formerly 3 yrs); Bachelor's degree desirable.

Revised Aug. 2007 (add duties related to Light Rail and added traffic signal certification I and II)

Revised July 2010 (due to collapse of the depts. And reorg. combined Streets & Traffic Ops Superintendant duties, title change)

#### CITY OF TEMPE

Transportation Maintenance Manager (continued)

- May prepare general and technical specification for, and administer service and construction contracts for street sealing, concrete construction, and related street maintenance work.
- Establish maintenance schedules for sign replacement, maintenance of markings, traffic signal re-lamping, cabinet cleaning and street lighting upgrading and maintenance programs.
- Investigate work-related accidents; inspect the work of crews while in progress; provide advice and assistance to subordinate supervisors; supervisor and direct safety activities among subordinates.
- Serves as maintenance coordinator for LRT/Valley Metro maintenance issues in the areas of signals signage and LRT guideway access.
- Coordinate street maintenance activities with other City departments, Public Works divisions and sections, and with outside agencies.
- Coordinate with Traffic Engineering on work orders to include installation of traffic signals, signs, and markings.
- Arrange for service, repair and replacement of heavy equipment, maintenance equipment.
- Train and instruct technical staff in pavement management procedures, construction administration of the street sealing program, miscellaneous concrete work and other contracted services; supervise the training and instruction of equipment operators in the operation of loaders, graders, trucks and related equipment.
- Plan, prioritize, assign, supervise and review the work of staff.
- Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities.
- Participate in the operating and Capital Improvement Program budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for budget items; monitor and control expenditures.

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#### CITY OF TEMPE

Transportation Maintenance Manager (continued)

- Participate in the selection of staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.
- Ensures adherence to established safety procedures; monitors work environment and use of safety equipment to ensure safety of employees and other individuals; initiates any actions necessary to correct deviations or violations.
- Answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve complaints.
- Maintain time usage and material and equipment records including computer system records.
- Requisition supplies and materials; develop and/or participate in the preparation of bid specifications

# **Minimum Qualifications:**

### **Experience:**

Equivalent to three (3) years of full-time, increasingly responsible experience in public works construction, public works operations, traffic engineering, street maintenance or a related field plus two years of supervisory experience.

#### **Education:**

Equivalent to a Bachelors of Science degree with major course work in civil or traffic engineering, public administration, construction technology, or a degree related to the core functions of the position. A Master's degree is preferred.

#### **Licenses/Certifications:**

Requires the possession of a valid driver's license at the time of application.

Possession of, or required to obtain, a Level I Signs and Markings certification and a level I Traffic Signals certification (within 12 months of being hired) by the International Municipal Signal Association.

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### CITY OF TEMPE

Transportation Maintenance Manager (continued)

Possession of, or required to obtain, a Level II Signs and Markings certification and a level II Traffic Signals certification (within 18 months of obtaining the level I) by the International Municipal Signal Association.

## **Examples of Physical and/or Mental Activities:**

(Pending)

## **Competencies:**

(Pending)

Job Code: 477

FLSA: Exempt / Classified